

**Checklist for filling out the  
Security Information Sheet (SIS) and Application**  
Please ensure the following has been done:  
**SECURITY INFORMATION SHEET (SIS)**

- ☐ **SIS-1** Read, sign and provide information for the AUTHORITY TO CONDUCT BACKGROUND INVESTIGATION AND RELEASE INFORMATION AND RECORDS.
- ☐ Answer ALL questions on the **SIS-2**
  - ☐ List your current address. The two boxes on the left of the marital status box are for the mo/yr for your current residence. Enter mo/yr in From (Date), enter Present in To (Date).
  - ☐ Check all that apply on the citizenship question U.S., Other, or Dual Citizen (more than one box can be checked). If you have ANY citizenship other than U.S. be sure to write it in \*\*Other Citizenship(s). If you have been naturalized we MUST have your naturalization number, date naturalized, and city and state where issued.
  - ☐ If you have been previously married include the necessary information for all former marriages.
  - ☐ If your present address has not changed in five or more years check the appropriate box. If your address has changed in the last five years please provide all addresses with dates to include mo/yr to mo/yr without gaps.
- ☐ Answer ALL questions on the **SIS-3**.
  - ☐ If you answer yes to question A, B, or C, complete all appropriate columns/explanations. If you answer no write the word NONE at the top of each column.
- ☐ **SIS-4** List two character or personal references with the first and last name of the individual and their telephone number with the area code. Do not list these references anywhere else on the SIS or application.
  - ☐ Please sign and date the **SIS-4**.

**APPLICATION**

- ☐ Answer all questions on the **Application-2**.
  - ☐ Do not use acronyms for schools (i.e. UCSV, OSU) list the complete name and city and state of the school. If you are in the process of receiving a degree, please check the IP box.
- ☐ **Application-3** ALL employment for the past three years must be provided. Dates of employment must indicate month and year you started and ended each employment. There can be no gaps in employment; all time periods must be accounted for. Be sure to list the address, supervisor's name and phone number for each employer. If there are breaks in employment please list them as unemployed with the appropriate dates. If you do not want your current employer contacted, check the appropriate box.
- ☐ **Application-4** List a minimum of two references with the first and last name of the individual and their telephone number with the area code. Do not use references listed on other parts of these forms.
  - ☐ Please sign and date the **Application-4**.

*Please be advised that missing information can cause delays in completing your background investigation.*